

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF DECEMBER 16 – 20, 2013

MONDAY, DECEMBER 16, 2013

*10:00 am	Transportation Coordinating Committee	GB Metro Transportation Center 901 University Ave.
*2:00 pm	Solid Waste Board	Port & Resource Recovery Office 2561 S. Broadway St.
*3:00 pm	Housing Authority	Room 604, City Hall 100 N. Jefferson St.

TUESDAY, DECEMBER 17, 2013

*4:00 pm	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Rd.
*5:00 pm	Veterans' Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut St.

WEDNESDAY, DECEMBER 18, 2013

*6:00 pm	BOARD OF SUPERVISORS	Legislative Room 203 100 N. Jefferson Street
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THURSDAY, DECEMBER 19, 2013

*9:00 am	Fire Investigation Task Force	Sheriff's Office 2684 Development Dr.
*5:15 pm	Library Board	Central Library 515 Pine St.

FRIDAY, DECEMBER 20, 2013

*1:30 pm	Revolving Loan Fund Committee	Room 201, Northern Building 305 E. Walnut St.
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Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, December 16, 2013

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Cole Runge	_____
Vinnie Caldara	_____	Mary Schlautman	_____
Brandon Cooper	_____	Julie Tetzlaff	_____
Pat Finder-Stone	_____	Lisa VanDonsel	_____
Chris Hasselbacher	_____	Derek Weyer	_____
Kathy Hillary	_____	Tina Whetung	_____
Debbie Johnson	_____	John Withbroe	_____
Patty Kiewiz	_____	Vacant – BC Exec.	_____
Barbara Natelle	_____	Vacant – BC Board	_____
Sandy Popp	_____	Vacant – BC Human Svcs	_____

ORDER OF BUSINESS

1. Approval of the September 9, 2013, Transportation Coordinating Committee meeting minutes.
2. Review and approval of Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2014.
3. Update on the status of the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.
4. Discussion of the completed 2013 Brown County Coordinated Public Transit-Human Services Transportation Plan.
5. Update on the status of Wisconsin's Non-Emergency Medical Transportation (NEMT) Program.
6. Round robin discussion about paratransit service.
7. Other matters.
8. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:00 P.M. ON THE FRIDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN HAEN

DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday, December 16, 2013

2:00 p.m. at the Port and Resource Recovery Office
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – October 21, 2013 Meeting Minutes
5. Recycling Storage Capacity and Compactor Analysis – *Request for Approval*
6. Solid Waste & Recycling Transfer Station Hauling Contract - *Request for Approval*
7. Fox River Fiber Sludge Hauling Contract - *Request for Approval*
8. HHW Grants - *Update*
9. Drop-off Organics Recycling Project - *Update*
10. Director's Report
11. Such other Matters as Authorized by Law
12. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, December 16, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 20, 2013, meeting of the Brown County Housing Authority

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and possible action on appointment of Interim Secretary/ Executive Director
4. Approval of Resolution #13-03 Approving Operating Budget
5. Discussion and possible action on Depository Agreement with Nicolet National Bank
6. Discussion and possible action on Insured Cash Sweep account at Nicolet National Bank

INFORMATIONAL:

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

7. Date of next meeting: January 20, 2014

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

BOARD OF SUPERVISORS

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PHONE (920) 448-4015 FAX (920) 448-6221

VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1503**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, December 17, 2013

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of November 19, 2013.
5. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.
6. Discussion and possible action regarding suicide prevention and/or interaction.
7. Report from CVSO Jerry Polus.
8. Comments from Bill Kloiber and/or Carl Soderburg.
9. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, December 17, 2013 – 4:00PM
Syble Hopp School

1. Call to Order - 4:00 p.m. – K. Gustman
2. Action Item: Approval of October 22, 2013 Board Minutes
3. Action Item: Approval of Agenda
4. Action Item: Financial Report
5. Action Item: Donations
6. Action Item: Administrators Report
7. Action Item: Payment of Bills
8. Action Item: Parent Organization
9. Action Item: Resignation
10. Action Item: Review Policy #2.01 Legal Base; #2.02 Board Officers; #3.05 Resignation
11. Revision of #3.01 Certified Personnel; #3.02 Classified Personnel
12. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss personnel and negotiations.
13. Action Item: Staff Request
14. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday December 16, 2013

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

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E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the Budget meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, December 18, 2013** **at 6:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA**

**** PLEASE NOTE TIME ****

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of November 6, 2013**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**
County Executive
 - a) Appointment of Lori Rasmussen and Corrie Campbell and Re-appointment of Barbara Robinson, Pat Hickey, Lisa VanDonsel and Marvin Rucker to the Aging & Disability Resource Center.
 - b) Re-appointment of Tom Mainz to the Green Bay Metropolitan Sewerage District Board.
 - c) Re-appointment of Bernie Erickson, Bryan Hyska and John Hanitz to the Harbor Commission.
 - d) Re-Appointment of Kevin Kuehn to the Museum Board of Directors.

7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:** None.
9. **Standing Committee Reports:**
 - a) Report of Administration Committee of December 9, 2013.
 - b) Report of Education & Recreation Committee of December 5, 2013
 - c) Report of Executive Committee of December 9, 2013.
 - d) Report of Human Services Committee of November 26, 2013.
 - e) Report of Planning, Development & Transportation Committee of November 25, 2013.
 - i) Report of Special Planning, Development & Transportation Committee of December 16, 2013.
 - ii) Report of Land Conservation Subcommittee of November 25, 2013.
 - f) Report of Public Safety Committee of December 4, 2013.
10. **Resolutions, Ordinances:**

Human Services Committee

 - a) An Ordinance Amending Section 38 (4)(2)(a)(ii) of the Brown County Code Entitled "Public Health Nuisance". *Motion at October Hum Svc: To amend the odor ordinance paragraph (4)(2)(a)(ii) that the Brown County Health Dept. shall issue a citation for two verifiable complaints instead of three as previously. Referred from October County Board.*

Human Services Committee

 - b) Resolution re: Helping families move from homelessness to self-sufficiency. *Motion at Human Service: Hold for one month.*

Human Services Committee and Executive Committee

 - c) Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. *Motion at Hum Svc: To approve; Motion at Exec: To refer back to Human Services Committee.*

Executive Committee

 - d) An Ordinance to Create Sections 2.03(4)(h) of the Brown County Code Entitled, "Meetings, Agendas". *Motion at Exec: To approve.*
 - e) Resolution re: Authority to Execute a 2014 Labor Agreement with the Brown County Austin Straubel International Airport Employees. *Motion at Exec: To approve and forward recommendation to full County Board.*
 - f) Resolution re: Authority to Execute a 2014 Labor Agreement with the Brown County Highway Department Employees. *Motion at Exec: To approve and forward recommendation to full County Board.*
 - g) Resolution re: Authority to Execute a 2014 Labor Agreement with the Brown County Human Services Para-Professional Employees Association. *Motion at Exec: Receive and place on file.*
 - h) Resolution re: Authority to Execute a 2014 Labor Agreement with the Brown County Human Services Professional Employees Association. *Motion at Exec: Receive and place on file.*

Planning, Development and Transportation Committee

 - i) Ordinance Amending Section 3.27 of the Brown County Code Entitled "Register of Deeds Documentation Reception Time Cut-Off". *Motion at PD&T: To approve.*

Public Safety Committee

 - j) Resolution adopting the "Brown County All Hazards Mitigation Plan". *Motion at Pub Safety: To approve.*
 - k) Resolution Supporting Participation in 2014 County-Tribal Law Enforcement Grant. *Motion at Pub Safety: To approve.*
 - l) Resolution for Approval of Police Services Contract with Village of Howard. *Motion at Pub Safety: To approve.*

Public Safety Committee and Executive Committee

- m) Resolution re: Change in Table of Organization Sheriff's Department Patrol Officer.
Motion at Pub Safety: To approve; Motion at Exec: To approve.
- n) Resolution re: Change in Table of Organization Clerk of Courts Deputy Clerk of Courts I.
Motion at Pub Safety: To approve; Motion at Exec: To approve.

- 11. **Such other matters as authorized by law.**
- 12. **Bills over \$5,000 for period ending October 31, 2013 and November 30, 2013.**
- 13. **Closing Roll Call.**
- 14. **Adjournment to Wednesday, January 16, 2014 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, December 19, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of September 19, 2013.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Financial Report.
- ITEM #6. Old Business.
 - A. Disposition of Case Proceedings.
- ITEM #7. New Business.
 - A. Future Direction of the Fire Investigation Task Force.
- ITEM #8. Report of Juvenile Firesetter Program Coordinator.
- ITEM #9. Other Matters.
- ITEM #10. Set Date, Time, and Location of Next Meeting.
- ITEM #11. Adjourn.

Michael Nieft, Chairperson of the Board
Brown County Fire Investigation Task Force

LIBRARY

Brown County

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-4400
FAX (920) 448-4364

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, December 19, 2013

5:15 p.m.

AGENDA

1. Call to Order
2. Approve Consent Items (3 minutes)
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Report from Museum-Library Taskforce (5 minutes)
5. Strategic Plan (15 minutes)
 - a. Bookmobile future: a draft report
6. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. 2013 Budget – Approve Non-Budgeted Expenditures, if any
 - d. Facilities Report
 - e. New Website Demonstration
7. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
 - b. Approve 2013 Collection Grant Report
 - c. Approve 2014 Collection Development Grant Application
8. Old Business (5 minutes)
 - a. AB 288 update
9. Personnel (10 minutes)
 - a. Approve Salary Range for Operations Manager
 - b. Approve Table of Organization Change in Central Public Services Department

10. President's Report (5 minutes)
11. Director's Report – questions/clarifications (5 minutes)
12. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation.
13. Approve any action that may have been recommended in Executive Session on staff compensation (5 minutes)
14. Such Other Matters as are Authorized by Law (5 minutes)
15. Meeting Summary/Next Meeting Planning (2 minutes)
16. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



**Kathy L. Pletcher
President**

Next Meeting:

Thursday, January 16, 2014
Central Library
515 Pine Street
5:15 p.m.

AGENDA
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Friday, December 20, 2013
Northern Building
305 E. Walnut Street, Conference Room 201
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller	_____	Lynn VandenLangenberg	_____
Robert Patrickus	_____	Ron Van Straten, Chair	_____
Charles Riley	_____		

ORDER OF BUSINESS:

1. Approval of the minutes of the July 23, 2013, meeting of the Brown County Revolving Loan Fund Committee.
2. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Benmar Fabrication, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

3. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Green Box NA Green Box, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

4. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Raven Manufacturing, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

5. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan repayment status and possible loan collection action with Met Jet, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

6. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 SO THAT ARRANGEMENTS CAN BE MADE.



DECEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety 5:30 pm	5 Ed & Rec 5:30pm	6	7
8 	9 Executive Cmte 5:30 pm	10	11	12	13	14
15 	16	17 Vets Recognition Subcommittee 5:00 pm	18 Board of Supervisors 6:00 pm	19	20	21
22 	23 Land Con 6 pm Plan Dev & Trans 6:30 pm	24 <i>County Board Office Closed</i>	25  <i>County Board Office Closed</i>	26 Admin 5:00 pm <i>Tentative</i>	27	28
29 	30	31 <i>County Board Office Closed</i>				



JANUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <i>County Board Office Closed - HAPPY NEW YEAR!!!</i>	2 Ed & Rec 5:30 pm	3	4
5	6 Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14	15 Board of Supervisors 7:00 pm	16	17	18
19	20	21 Vets Recognition Subcommittee 5:00 pm	22 Human Svc 6:00 pm	23 Admin 5:00 pm	24	25
26	27 Land Con 6 pm Plan Dev & Trans 6:30 pm	28	29 Human Svc 6:00 pm	30	31	

BROWN COUNTY COMMITTEE MINUTES

- ❖ Fire Investigation Task Force (September 19, 2013)
- ❖ Housing Authority (November 20, 2013)
- ❖ NWTC Board of Trustees (November 13, 2013)
- ❖ Veterans' Recognition Subcommittee (November 19, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on September 19, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Larry Mours, Joe Gabe, Mike Niefert, Todd Delain, Brad Muller, Eric Dunning,
Dave Lasec

Excused: Ed Janke

Item #1. Adoption of Agenda.

Motion made by Muller and seconded by Delain to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of June 20, 2013.

Motion made by Mours and seconded by Muller to approve the minutes from the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Task Force.

The Fire Investigation Task Force responded to the following fires since the last meeting:

06-30-13	4546 CTH T, Denmark (grainary/barn/undetermined)
07-06-13	2042 Memorial Dr., Howard (apartment bldg./accidental)
07-06-13	134 Brantwood Ave., Howard (dryer/accidental)
07-21-13	1321 Reber St., Green Bay (pole bldg./undetermined)
08-19-13	N1529 Cty. V, Denmark, Kewaunee County (house/accidental)
08-30-13	4834 Langes Corners Rd., Denmark (shed/undetermined)(<u>NO RESPONSE BY UNIT</u>)
08-31-13	1541 Western Ave., Green Bay (garage/juvenile arson)(<u>NO RESPONSE BY UNIT</u>)

Item #4. Report of General Membership President.

The last meeting was held on September 5, 2013, at Bellevue Fire Station #1. Election of officers was held in which Gabe was elected as President/Coordinator, Fred Laitinen as Vice-President, and Rick Davidson as Treasurer. There was discussion on the problem with responses to calls. It was noted that reports stay with the jurisdiction where the fire occurred. The BATS program is being set up for fire reporting.

Item #5. Financial Report.

There is \$12,401.90 left in the budget for this year.

Item #6. Old Business.

A. Disposition of Case Proceedings.

A disposition form will be created that will be completed after each call that the Fire Investigation Task Force responds to.

B. Discussion on New Vehicle.

Discussion on different avenues to pursue in raising money for and obtaining a new vehicle. It was suggested to attend the Public Safety Committee meeting and give a presentation to try to get some money designated for one.

Item #7. New Business.

A. Election of Officers.

Motion made by Muller and seconded by Delain to elect Niefert as Chairperson and Mours as Vice-Chairperson of the Board of Directors. **Motion carried.**

Item #8. Report of Juvenile Firesetter Program Coordinator.

Gabe reported that there have been five cases since the last meeting.

Item #9. Other Matters.

There was discussion that the bylaws may need to be modified in regard to the number of investigators on the Fire Investigation Task Force as it is becoming difficult to fill this position. To be put on the next agenda is the future direction of the Fire Investigation Task Force.

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for December 19, 2013, at 9:00 a.m. at the Brown County Sheriff's Office.

Item #11. Adjourn.

Motion made by Delain and seconded by Lasee to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Wednesday, November 20, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Adam DeKeyser

MEMBERS EXCUSED: Corday Goddard

OTHERS PRESENT: Rob Strong, Robyn Hallet, Stephanie Schmutzer, Pat Leifker, Nicole Tiedt, Yvette Tice, Matt Roberts, Charles Androsky, and Noel Halvorsen

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 30, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the October 30, 2013, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

The Authority welcomed the newest Housing Authority intern, C. Androsky.

R. Hallet suggested that due to the more critical nature of Item #3 (Discussion and possible review of NeighborWorks Green Bay's Project-Based Voucher Proposal), it should be moved up to the first item discussed on the agenda. The Authority approved taking the agenda out of order.

OLD BUSINESS:

3. Discussion and possible review of NeighborWorks Green Bay's Project-Based Voucher Proposal

R. Hallet introduced Noel Halvorsen, Executive Director of NeighborWorks Green Bay. R. Hallet explained the history of the proposal, stating that the previous January the Authority had received two proposals from a Request for Proposal (RFP) to project base housing units: one from Cardinal Capital and one from NeighborWorks. The NeighborWorks proposal was denied at the time but is now being brought forward again for reconsideration.

N. Halvorsen explained that the Authority had agreed to allow additional NeighborWorks units to be project-based last year; however, it was later found that due to HUD regulations, additional units could not be added to the existing contract. Therefore, NeighborWorks submitted the proposal in response to the RFP, but it was not accepted. They have since decommissioned some of the units within their existing project-based contract, and it was thought that those units could be replaced with these newer ones. However, the regulations do not allow for this either. Therefore, they are asking the Authority to reconsider the previously-denied proposal. N. Halvorsen explained that the proposed housing units are further out from the central corridor of the City, which would aid the Authority's goal of lowering concentration levels. Because of housing sales and decommissions,

NeighborWorks' housing stock has been depleted and is thus not currently providing the number of housing units specified in its contract. Approving the proposal to the RFP would address that issue by reallocating eight units, which was the number in the original proposal, to meet the contract stipulations. This number would represent about half of the total of 15, which NeighborWorks would ideally like to project base.

T. Diedrick asked if N. Halvorsen could elaborate on how the proposal would decrease concentration.

N. Halvorsen stated that a number of the properties NeighborWorks is requesting to project base are located two and five blocks away from the more heavily-populated areas where some of their previous units were located – in the Jackson Street and Walnut Street areas. Adding these properties would decrease density.

A. Nicholson asked R. Hallet to clarify if HUD disagrees with the proposal.

R. Hallet explained that HUD does not allow for the addition of units to an existing contract after the first three years of the contract. A. Nicholson asked if the other option would be an RFP. R. Hallet responded that the RFP process is quite labor intensive; before that, staff would try to request a waiver from HUD to allow the addition of the units without the RFP process.

A. Hartman asked if HUD was likely to grant the waiver. R. Hallet responded that the Authority had attempted it before, but it was denied. However, she felt that there are several other points in this instance that increase the possibility of a waiver being granted. As an alternative, the existing contract will be expiring in 2015, and perhaps it could be renewed a year early with the substitution of units, but more investigation is required to see if this is a possibility.

A Nicholson voiced concern that the proposed units would not significantly decrease concentration. He pointed out that the areas were only about three blocks away from certain high concentration problem areas. A. Nicholson suggested that units in Bellevue and Howard would be further away and thus more effective at lowering concentration within the City. N. Halvorsen replied that he understood this concern, and NeighborWorks' primary goals are to reduce concentration and renovate dilapidated housing units. These properties are given significant reinvestment. A. Nicholson clarified that it would be more ideal to spread the housing even further over greater distances. N. Halvorsen stated that NeighborWorks has already had success acquiring properties that are further away from the City's central corridor and decreasing concentration, including within A. Nicholson's district. A. Nicholson suggested Districts Twelve and One would be more ideal locations.

M. Roberts presented information relevant to this topic of deconcentration. Census tract data illustrated voucher concentrations in various areas of the City.

A Nicholson inquired about the nature of the original denial: was it due primarily to insufficient deconcentration? N. Halvorsen explained that deconcentration was part of the discussion and that the units in the new proposal were less concentrated than the ones in the original proposal.

R. Hallet stated that the minutes from the original discussion were included in the meeting packet with the relevant points highlighted. R. Hallet pointed out that there was not much

discussion about the reasons for denying the original proposal aside from the fact that NeighborWorks had not focused the proposal on housing for veterans, with some additional concern about deconcentration. R. Hallet expressed that deconcentration was a concern that the Authority had started to address in the late 1990s when concentration levels were around 80%. The current level of concentration is about 68% within the City of Green Bay. In this regard, the Authority has certainly decreased concentration levels with the variety of efforts that ICS has employed over the years.

N. Halvorsen pointed out that according to the information distributed by M. Roberts, the concentration levels near downtown are around 13%.

A. Nicholson asked what geographic area this covered. R. Hallet clarified that it was based on census tracts. Upon examination of the map, R. Hallet, A. Hartman, and R. Strong expressed the opinion that the proposed areas were farther out from the City's central corridor than expected. A. Hartman stated that the area was larger than she had expected and went past Oneida Avenue, Military Avenue, and the East River. N. Halvorsen explained that tracts numbered 1 through 14 contained a significant number of the county's multi-family properties, and only 13% or less of the vouchers were being used in that area.

A. Nicholson expressed that he didn't see how the indicated area lowered density levels. R. Strong clarified that the density of NeighborWorks units was being dispersed, not necessarily that units were being taken out of the more densely-populated areas of the program. Density was being lowered within specific areas, not necessarily within the entire program.

N. Halvorsen explained that if 13% of the units were near downtown areas, it was not a significant concentration, particularly given the density of multi-family housing. T. Diedrick stated his memory of the original proposal denial was that it was denied mainly due to veteran's issues, not for insufficiently lowering concentration. T. Diedrick went on to state that deconcentration was an important goal, but so is upgrading the local neighborhoods, which is the mission of NeighborWorks. This should be taken into consideration when discussing the new proposal. R. Hallet voiced her agreement and pointed out that NeighborWorks uses Nelson-Minahan Realtors as their property manager which sets a high standard for tenant conduct.

T. Diedrick stated that he liked the idea of improving the quality of local housing. This would assist in attracting better quality tenants. This part of the proposal could swing the Authority's decision toward approving it.

R. Hallet expressed her support for approving the proposal as it would benefit the community. A. Nicholson stated his disagreement and said he would not support the proposal because it did not sufficiently lower concentration levels.

A. Hartman asked N. Halvorsen if the properties NeighborWorks buys are based on affordability and if cost is a factor in deciding the areas in which they purchase units. N. Halvorsen responded that other partnerships with the City and the community often dictate where housing stock is purchased. The properties that need the most attention are often in the more densely-populated areas or the downtown area. Purchasing new properties is often decided by balancing the goals of lowering concentration and rehabilitating properties in need of repair.

R. Hallet summarized the benefits of the proposal as helping to support the work of NeighborWorks, which is revitalizing housing in the community and that tenants are held to a higher standard. The disadvantage is that the proposed properties are in the census tracts that are part of the downtown district.

T. Diedrick asked for a motion to approve or deny the revised project-based voucher proposal.

A motion was made by A. Nicholson and seconded by A. Hartman to deny. A. Hartman asked for clarification, specifically about what would happen if the Authority approved the proposal. Of the 15 properties, 8 would be project-based through this proposal, but what would happen to the other 7? N. Halvorsen stated that NeighborWorks would continue to seek some path to get them project-based. R. Hallet clarified that the first point of action would be to seek to renew the contract a year early, with the addition of those properties to the contract. If that is not feasible, the second option would be to request a waiver from HUD, which would require N. Halvorsen to put together reasons of good cause for HUD to approve it. If that approach did not work, an RFP could be created.

With the motion to deny the request on the floor, T. Diedrick called for a vote. A. Nicholson voiced support of the denial. A. Hartman, A. DeKeyser, and T. Diedrick voted against the denial.

T. Diedrick asked for a motion to approve the NeighborWorks Green Bay Project-Based Voucher Proposal.

A motion was made by A. Hartman and seconded by A. DeKeyser to approve.

A. Nicholson stated that R. Hallet had listed the support of NeighborWorks as a benefit of the proposal. A. Nicholson stated his support is for the City of Green Bay and the neighborhoods within. It was his opinion that the issue of deconcentration outweighs supporting NeighborWorks.

R. Hallet clarified that she had stated the proposal supports the work of NeighborWorks, which is revitalizing downtown neighborhoods. A. Nicholson stated that revitalizing neighborhoods is moving the issue out of the neighborhoods, not three blocks away. Moving the problem three blocks away is still an area of dense housing. A. Nicholson expressed his opinion that the solution was moving tenants outside the City.

N. Halvorsen asked for clarification of the issue, to which A. Nicholson clarified his support of developing housing outside City limits. If this could not be accomplished, A. Nicholson would accept moving the housing to Districts Twelve and One. N. Halvorsen explained that NeighborWorks is a not-for-profit organization using scarce community resources. NeighborWorks acts as a servant of the community.

T. Diedrick stated his agreement with the deconcentration issue, but the fact remained that this was an opportunity to improve the housing in the community and to improve local neighborhoods. A. Hartman stated that it was not possible to improve the tenants, but it was possible to improve the housing.

T. Diedrick asked for a motion to approve the NeighborWorks Green Bay Project-Based Voucher Proposal. A. Hartman and A. DeKeyser signaled approval. A. Nicholson signaled denial. Motion carried.

4. Discussion and possible action regarding 84 CDBG Revolving Loan Fund

R. Strong explained the progress on this issue. He reported that he sent a follow-up letter to the Department of Administration (DOA) responding to each of their findings. He waited a long time with no response and had drafted another letter that he intended for the Authority to approve today; however, late yesterday we received a response from the DOA. One of the main issues cited by the DOA was in regards to administrative fees. R. Strong explained the Authority routinely bills a percentage of time to each program that it works on. DOA had notified the Authority that it can only spend a percentage of the income that it receives on administrative expenses. The argument back had been that the original grant had been spent 20-25 years before; therefore, everything that the Authority receives is income. Thus, the Authority should be able to spend no more than 15% of whatever the balance is in a given year. Yesterday's letter from the DOA notified the Authority that essentially everything is clear except this issue. The DOA's conclusion is that instead of the original repayment amount of \$15,000, they cited for overspending administrative fees. The amount had been dropped to \$13,453.54. R. Strong's determination was closer to \$2,000. Timecards were kept, and billing was documented. The debate is regarding how to interpret the regulations and program procedures. R. Strong voiced his opinion that the Authority owes less money than the DOA's calculation, but it may not be worth fighting the issue. The Authority had billed labor hours to the program and kept accurate records, but the DOA's interpretation of the regulation has led to a larger calculation of money owed. R. Strong voiced his recommendation that the Authority pay the full amount of \$13,453.54 because it is the DOA's program; fighting the issue is likely to be unsuccessful. A quicker resolution may be preferable.

R. Strong further explained that the Authority was in the process of turning over the CDBG program to the County. The County Planning Commission is going to be running a new regional CDBG program, so they have the capacity to administer this program as well.

A. Nicholson asked what the consequences would be if the Authority refused to pay the amount the DOA had calculated. R. Strong responded that it was possible for the Authority to argue the charges, but the Authority would probably lose the battle. A. Nicholson asked what the DOA would do in that instance and voiced his support of challenging the charges. R. Strong reiterated that the difference is in the interpretation of the procedures manual. The DOA is saying that it is a percentage of the income received on an annual basis, whereas the Authority had interpreted it as a percentage of all income. Since it's the DOA's program, it's unlikely we'll be able to convince them that our interpretations are more accurate than their own.

R. Strong asked for a motion to authorize sending a follow-up letter and paying the \$13,453.54.

A motion was made by A. Nicholson and seconded by A. Hartman. Motion carried.

5. Discussion and possible action regarding Cardinal Capital's Veteran Housing Project

R. Hallet explained that Cardinal Capital was awarded tax credits from WHEDA. They are moving forward with the Veteran Housing Project in Green Bay. This includes the 52 vouchers that the Authority had agreed to project base for this development. At this point, the only action needed is to confirm that the Authority is still committed to the project.

A motion was made by A. Nicholson and seconded by A. DeKeyser to confirm the Authority's commitment. Motion carried.

NEW BUSINESS:

7. Review and possible approval of ICS's preliminary 2014 budget

R. Strong explained that the Housing Authority had renegotiated the contract with Integrated Community Solutions (ICS) about a year before. The Authority used to give a flat percentage of administrative funds to ICS, with any funds left over at the end of the year being classified as surplus. With the new contract, the Authority is requiring ICS to calculate a budget. This will be the first year that ICS brings a budget before the Authority for approval.

M. Roberts explained that line item costs from previous years had been included for comparison. ICS has instituted a variety of cost-saving measures including furloughs, streamlining benefits, and other cost-saving efforts. Based on advice from HUD, they had to adjust their budget by about \$200,000 to remain under the appropriations allotted in 2013.

A. Nicholson asked if the budget was basically balanced and what measures ICS had put in place to avoid a problem like the one encountered the previous summer related to administrative fees.

R. Strong replied that the budget includes as a worst-case scenario, using \$109,000 from the reserve funds. Staff will monitor costs throughout the year. After the first quarter of 2014, a review of ICS's budget will be conducted based on HUD's dispersal of administration funds. This is to see if further adjustments need to be made.

A. Nicholson asked if the \$109,000 would be utilized. R. Strong responded that it would be plugged in at the end of the year. ICS will bill the Authority every month. If HUD does not disperse any more administrative funds, the \$109,000 will be dispersed on a monthly basis.

A. Nicholson asked for clarification about the \$109,000 and if it will be used or be kept in reserves. R. Strong explained that funds will serve both purposes, depending on what funding HUD disperses in the first quarter of 2014. It is the hope that Washington allocates enough to help cover the cost of the programs.

S. Schmutzer directed attention to the BCHA budget, in which we are projecting to use only \$63,000 from reserves, taking other revenue sources into consideration. Therefore, we're projecting that we won't use the entire \$109,000 because other revenue sources will supplement it. Other revenue sources include fraud recovery, of which the amount is unpredictable. A. Nicholson asked for an estimate of how much of the \$109,000 reserves may be used. S. Schmutzer predicted that perhaps half of that amount would be used.

T. Diedrick stated his predication that Federal funding for housing programs would be dispersed at a proration rate higher than the 68% used for this year. Given the fact that housing has historically been a bipartisan issue, there is a higher probability of more housing funding over other domestic spending. This would lessen the pressure on the ICS budget.

S. Schmutzer agreed that the higher the amount dispersed by HUD, the less of the reserves will be used. The ICS budget was created with the projected figure of 68% of funding, but the actual proration could be higher.

A. DeKeyser asked if the ICS administrative budget should match the ICS administrative revenue.

S. Schmutzer clarified that the highlighted sections on the BCHA budget are expenses paid to ICS. They are broken out differently for tracking and auditing purposes. ICS's revenues are also portrayed on the top but are broken out separately because ICS takes a percentage of the HUD administrative fee income. HUD treats revenues and expenses differently than the BCHA does.

T. Diedrick asked if ICS administration had explored negotiating rent costs to decrease expenses. M. Roberts replied that ICS had explored every avenue of saving money, including rent and copiers.

R. Strong pointed out that the Housing Authority had considered salary expenses for administration when debating whether or not to bring ICS operation in-house. According to the new budget, from the 2013 budget to the 2014 budget, ICS had dropped these expenses considerably. ICS had made adjustments in staffing to lower overall expenses.

T. Diedrick pointed out the great effort ICS had made to lower expenses to meet 2014 budgetary demands.

A motion was made by A. Nicholson and seconded by A. Hartman to approve the 2014 ICS budget. Motion carried.

R. Strong explained that ICS would have to obtain the Authority's approval before making major budgetary changes. A proposal would have to be brought before the Authority for review.

8. Review and possible approval of BCHA's preliminary 2014 budget

T. Diedrick pointed out that this was already discussed to some extent in conjunction with the ICS budget. A. Nicholson asked about a highlighted portion on the budget. S. Schmutzer clarified that the highlighted portion was a projected ICS budget portion.

A motion was made by A. Nicholson and seconded by A. DeKeyser to approve the 2014 BCHA budget. Motion carried.

BILLS:

A motion was made by A. Nicholson and seconded by A. Hartman to approve the bills. Motion carried.

At this point the Authority took up Agenda Item #6.

6. Discussion and possible action regarding request by BCHA CDBG loan recipient

R. Hallet reported that the Housing Authority had loaned CDBG funds to an individual for her home purchase. The individual is now selling her home, but the sale will not yield adequate funds to pay off both the first and second mortgages. The loan recipient is requesting to pay what she is able at the time of closing, pay more when she receives a rebate on her prepaid insurance, and then make monthly payments to pay off the remainder of the loan. The estimated upfront payments would total approximately \$4,000, with monthly payments of \$250. The loan would be completely paid off after one year and nine months. R. Hallet indicated her belief that the recipient would fulfill her commitment to repay the loan if granted a loan repayment schedule.

A motion was made by A. Nicholson and seconded by A. Hartman to approve the loan repayment schedule. R. Strong suggested a personal note with the payment agreement to ensure repayment. Motion carried.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

P. Leifker reported that ICS had collected 79 preliminary applications in October.

B. Unit Count

It was stated by P. Leifker that the unit count was 2,859.

C. Housing Assistance Payments Expenses

P. Leifker went on to report that the Housing Assistance Payment Expense was \$1,144,350.

D. Housing Quality Standard Inspection Compliance

It was explained by P. Leifker that the Housing Quality Standard conducted 256 inspections. Of that, 128 passed on the first inspection, 54 passed on the re-inspection, and 74 failed.

T. Diedrick asked if there was a reason why the failure rate was the highest it had been all year. M. Roberts responded that he had been unable to find any specific reason, although possible explanations could include the changing of the seasons, window conditions with storm windows not being on, etc.

A. Hartman asked if there were specific landlords that were repeat offenders of inspection failure. M. Roberts explained that this was so; ICS has learned to expect which landlords are more likely to let properties fall into disrepair. He stated there is consistency in the ICS approach, and inspectors know what to look for.

R. Hallet pointed out that some landlords may wait for ICS inspections to notify them of which improvements are necessary. This may result in some landlords not investing in property improvements until ICS notifies them of what is needed. M. Roberts agreed and explained that landlords have told ICS that they will not make repairs until they are told what needs to be fixed. A. Hartman voiced disapproval of this system because it

results in substandard housing for tenants. M. Roberts stated ICS is aware of the problem, and they are trying to educate landlords on the importance of proper upkeep. ICS will also try to hold more landlord meetings in 2014.

R. Strong asked M. Roberts if it was possible for ICS to do more frequent inspections. M. Roberts responded that this was a possibility. R. Strong suggested that more frequent inspections would result in better housing, particularly for landlords that allow units to fall into disrepair.

A. DeKeyser asked if fines were an effective enforcement tool for incentivizing landlords to keep their rental units in acceptable condition. R. Strong responded that fines can be an effective tool to ensure quality housing. A. Hartman asked what HUD's response had been to the waiver request previously discussed, to which R. Hallet clarified that the request for waiver had not been submitted yet as we needed to devote time to the budget before moving on to that item. A. DeKeyser voiced concern about the high level of properties failing a second inspection and asked if the fine amount was enough to encourage repairs.

A. Hartman suggested including information on the monthly reports about which housing units had failed a second inspection. A. Nicholson inquired about the value of doing so – if it was possible to drop repeat offenders from the program. M. Roberts responded that there is an allowance within the regulation to ban landlords who repeatedly violate the rules of the program. ICS is aware of landlords who are repeat offenders. M. Roberts explained that HUD does not require ICS to physically re-inspect every property. ICS may be able to save money by focusing more on inspecting the problem properties versus the properties owned by more reliable landlords. Discussion continued regarding the suggestion of additional reports, with several expressing that resources may be better spent addressing individual problem landlords rather than creating reports about them.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice reported that the month of October had 251 port-outs with associated costs of \$205,406. She stated that in the month of October ICS overspent by \$17,114, and FSS was underspent by \$3,007. The reason for the overspending was due to: (1) the month of October's admin payment was lower than initially projected; and (2) there was a three-month period while her accountant position was vacant during which ICS used professional services; that invoice has now been paid.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that there were 81 Family Self-Sufficiency clients in the month of October. The same month there were 27 escrow accounts, one additional FSS graduate, one new contract, and 65 homeownership clients.

G. VASH Reports (active VASH, new VASH)

N. Tiedt reported there were 20 VASH clients in October, with zero new VASH clients. R. Strong commended ICS on the nice FSS graduation ceremony that was recently celebrated.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker reported that there were five new investigations assigned in October. Five previous investigations were closed, and five are still active. Langan processed 135 new applications, with 134 approved and one denied.
- I. Reasons for Background Screening Denials
P. Leifker inquired about the quarterly schedule that the Authority had previously decided to report on this category. T. Diedrick responded that this report should next be reported in January.

INFORMATIONAL:

9. Brown County Safety Committee's inquiry regarding fraud investigations

R. Hallet reported that a request had been made to the Brown County Public Safety Committee by A. Nicholson to look at the way the Housing Authority conducts fraud investigations. It was requested that the Authority explore how the Brown County Sheriff's Department could assist in these fraud investigations. The Sheriff was asked to explore the feasibility of this option within his department, both financially and administratively. At this point, the Authority is waiting to hear back from the Sheriff.

FINANCIAL REPORT:

S. Schmutzer reported on the state of finances.

A motion was made by A. Nicholson and seconded by A. Hartman to receive and place on file. Motion carried.

STAFF REPORT:

10. Date of next meeting: December 16, 2013

A motion was made by A. Nicholson and seconded by A. DeKeyser to adjourn. Motion carried.

Meeting was adjourned at 4:25 p.m.

caa:rah

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, November 13, 2013
12:00 p.m.

NWTC-Green Bay Campus
2740 West Mason Street, Green Bay, Wisconsin 54303

Board Chairman Villarruel called the November 13, 2013 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Kim Shanock, Ben Villarruel

EXCUSED: Jeff Rickaby, Gerald Worrick

Also Present: Lori Suddick, Mary Jo Tilot, Jim Blumreich, Pamela Phillips, Sandy Ryczkowski, John Brueninger, Dottie Kroll, and Phil Wisneski, Oneida Tribe of Wisconsin

Bills

Bills Covering the Period of October 1-31, 2013 \$3,738,219.19

Detailed copies of the current disbursements for fiscal year 2014 for the month of October were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person. Board Exhibit 1 was a copy of the certified 1st quarter Capital Expenditures report for items over \$25,000.

Laurie Davidson moved that Board approval be given for the October 2013 bills as presented and for the 1st quarter Capital Expenditure Report for items greater than \$25,000.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Manufacturing Operations Specialist AAS Program Approval

The Manufacturing Operations Specialist is a unique associate degree program designed by local industry to meet the needs of the workplace through a combination of supply chain, automation, quality, lean leadership, and supervisory skills. Graduates of this program are prepared to provide leadership in manufacturing industries. This program is expected to begin in fall 2014.

Carla moved that the Board approve the Manufacturing Operations Specialist AAS Program Approval and authorize its submission to the WTCS State Board for approval.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the October 9, 2013 Board meeting and the November 1, 2013 Board Retreat were sent to Board members prior to the November Board meeting. It was recommended that Board approval be given for the October 9, 2013 Board meeting minutes and the November 1, 2013 Board Retreat minutes as presented.

New Hire-Administration

Jan Scoville was the Selection Committee's top choice for the Dean, Marinette campus position. Ms. Scoville holds a Master of Science in Education, Counseling and a Bachelors of Science in Biology, both from the University of Wisconsin Oshkosh.

Since May 2011 Ms. Scoville has been a Residence Hall Coordinator and in May 2012 was promoted to a Student Assistant Coordinator, both at Iowa State University in Ames, IA. Ms. Scoville has great depth of experience in working with non-profit organizations as a Principal for a K-8 Parochial School as well as the Director for the Ecumenical Center at UW-Green Bay.

Placement for this position would be at an exempt level G, \$95,601/year.

It was recommended the Board approve the above appointment.

Facilities Remodeling and Expansion Resolutions – Student Center, Green Bay Campus

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling and/or expansion. The following project is part of the FY14 Capital Budget and is intended for construction beginning in spring/summer of 2014. It was recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the project to remodel the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College.”

Resolution requesting State Board approval of the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the WTCSB for the project to remodel the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College.”

Facilities Remodeling and Expansion Resolutions – Northcoast Marine Manufacturing Training Center

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling and/or expansion. The following project is part of the FY14 Capital Budget. It was recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the project to expand the Northcoast Marine Manufacturing Training Center of Northeast Wisconsin Technical College.”

Resolution requesting State Board approval of the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the WTCS Board for the project to expand the Northcoast Marine Manufacturing Training Center of Northeast Wisconsin Technical College.”

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Dave Mayer moved that the Board approve the consent agenda items as follows: the minutes of the October 9, 2013 Board meeting and the November 1, 2013 Board Retreat; the appointment of Jan Scoville to the position of Dean, Marinette campus; the approval of the Resolution for the development of the project to remodel the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College; the Resolution requesting State Board Approval of the project to remodel the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College; the Resolution approving the development of the project to expand the Northcoast Marine Manufacturing Training Center of Northeast Wisconsin Technical College; and, the Resolution requesting State Board approval of the project to expand the Northcoast Marine Manufacturing Training Center of Northeast Wisconsin Technical College.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting “Aye” on voice vote.

Reports

Key Performance Outcomes

The end of 1st quarter Key Performance Outcomes Status Report for academic year 2014 was provided to the Board at the time of the November Board meeting. Included with the quarterly report will be the FY 2014 Operational and Capital Contingency Account Status Reports, the Board Professional Development Account Status Report, and the FY 2014 & Prior Year Capital Budget Status Report for items with a total cost of \$25,000 and greater.

This item will be placed on the December agenda for a brief overview by the President.

No Action

Foundation Report

Board Exhibit 3 was a copy of the contributions received and scholarships paid by the NWTC Educational Foundation during the month September 2013. No action was required on these documents.

Other Business

Following the Board meeting, members of the NWTC Board of Trustees participated in a tour of the Oneida Tribe of Indians of Wisconsin Reservation.

John Brueninger and Dottie Kroll provided information on the upcoming tour to the Board at this time.

Adjournment

Phyllis Habeck moved that the November 13, 2013 Board meeting be adjourned (12:40 p.m.).

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.


Phyllis J. Habeck, Board Secretary

12-11-13
Date

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, November 19, 2013 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Ed Koslowski, Rosemary Desisles, Delores Pierce, Duane Pierce, Bernie Erickson, Dave Boyce, Jerry Polus, Jim Haskins, Joe Witkowski, Bill Kloiber, Sherry Steenbock

****Running Total of Veterans' Certificates: 1503**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

**Motion made by Jim Haskins, seconded by Delores Pierce to approve the agenda. Vote taken.
MOTION CARRIED UNANIMOUSLY**

4. Approve or Modify Minutes of October 15, 2013.

**Motion made by Duane Pierce, seconded by Ed Koslowski to approve the minutes. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Chair Bernie Erickson introduced guest Dave Boyce to the Subcommittee.

5. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.

Jim Haskins indicated that he would like to see POWs from Wisconsin honored at next year's Fair. Erickson stated that we would have to make contact with them to be sure they wish to attend the Fair and then decide on some type of memento to give them. Koslowski reported that he had had some contact with Triangle Distributing about a contribution to the Veterans Meet and Greet. Triangle indicated they do a lot of banners and printing and they may be able to help out in that regard. Koslowski felt more banners on the midway would be helpful and he will continue to work with Triangle on this and keep the Subcommittee advised. Koslowski also stated that he will be working on getting a four day display set up in one of the buildings at the Fair to honor Brown County Veterans. Post 57 has a display that covers from WWI all the way up to the Korean War and he felt that he could also talk to the Vietnam Vets, Rolling Thunder and Desert Storm Vets as they may also be interested in working on a display. Haskins stated that the next Fair Board meeting will be held on December 4 and he will attend to represent this Subcommittee.

Erickson stated he sent Steve Corrigan from the Fair Board a nice thank you note for what they have done for the Subcommittee. He has also had a good conversation with Corrigan about moving the stage closer to the midway and Erickson indicated to Corrigan that we usually get pretty good entertainment and we could have the entertainment start earlier in the day and be part of the overall Fair's entertainment.

6. **Discussion and possible action regarding suicide prevention and/or interaction.**

Rosemary Desisles stated that her views on this have changed somewhat since the last meeting. She is a part of the Navy League and three weeks ago she went to Madison for a 5K walk/run which was to celebrate or recognize all veterans of all services who have died. She is currently involved in starting a Navy League Chapter in Green Bay and they would like to have a 5K walk /run in Green Bay sometime next fall similar to what was done in Madison. She would need a steering committee to help her and volunteers for the event. She felt this would be a great way to honor veterans who have passed and she was hopeful that this Subcommittee would be a part of this event. Desisles continued that the Navy League would provide the liability insurance for the event. Sponsors would be needed as well as a place to hold the event. Several other ideas were discussed such as having this held in conjunction with the Fair and Desisles will continue to keep this group advised of planning and developments.

7. **Report from CVSO Jerry Polus.**

CVSO Jerry Polus reported that Veterans' Court had its first two graduates last Friday. There are currently 23 members in the court with six or seven more pending. This has been a very positive program and the Veterans Court team continues to work hard at making this a successful program. Erickson asked what the most common offenses were with regard to Veterans' Court and Polus responded that they most often see domestic abuse and OWI cases.

Polus also reported that Cardinal Capital Management announced recently that they have received the appropriate tax credits to build a veterans' facility on the site of the old Mental Health Center. This project is expected to break ground next spring or summer and will consist of 50 units of one bedroom apartments. Within the complex there will be a support office run by the Center for Veterans Issues. Polus will keep the Subcommittee advised of developments with regard to this project as they materialize.

Polus continued that the hottest item he had was with regard to the issue of identifying veterans on drivers' licenses. There are currently about 17,000 vets in Brown County and Polus explained the procedure to get a driver's license which denotes the veteran status. The call center is directing people to their local CVSO offices for help with this and Polus's office is being bombarded with calls. This is a voluntary action and is not required of veterans. The reasoning on this is for veterans to easily obtain discounts at various stores and is a way for any veterans to show their status.

8. **Comments from Bill Kloiber and/or Carl Soderburg.**

Kloiber stated that there will be an antique B17 bomber at the hangar at Jet Air on Saturday for viewing and this plane will also be doing a flyover at the Packers game on Sunday. Kloiber also commented on the Veterans Day Event at the Yacht Club and wondered if there had ever been efforts to consolidate all the Veterans' Day events into one large event. After discussing this matter it was the feeling of the Subcommittee that the groups have a preference to do their own thing and would not want to give up the tradition of holding their own activities and ceremonies.

9. **Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski.**

-Erickson stated that he attended the VFW breakfast and it was quite nice.

-Desisles had nothing to report other than what she had discussed above.

-Haskins reported that there were only 138 prizes for the Veterans Day event compared to 183 last year. He felt that the Subcommittee could put a little more effort into securing door prizes and he

felt that next year some goals should be set for the Subcommittee. He also reported that the VFW website listed a number of discounts and free meals and other promotions for Veterans Day. He had a meal at Texas Roadhouse and he stated that it was very nice and they made him feel very, very welcome.

Haskins also reported that Atonement Lutheran Church will be collecting items to make care packages for Veterans. He also stated that the Bay Park Cinema showed a military film on Veterans Day entitled "Honor Flight: One Last Mission". Haskins also noted that the Packers had several different special things in honor of Veterans at their game. Haskins continued his report by reading a tribute to Veterans.

-Pierce stated that he attended the Veterans Day event at the Yacht Club and it was very nice. He also went to Pearly Gates for a meal with Jim which was very nice as well and well attended. Pierce also stated that he had recently attended a Rolling Thunder meeting and some of the members had just returned from the national convention. He learned at this meeting that a lot of the chapters around the nation are putting up POW chairs at stadiums and other venues. The Rolling Thunder group indicated they would like to see a POW chair at Lambeau Field and Pierce will keep the subcommittee advised of any developments with this.

-Steenbock reported on the Veterans Day event held at the VFW. She thanked Koslowski and Haskins for their help at the event. She felt the event went very well with the exception of a traffic jam after she would call off the winning tickets. She felt that going forward she could pull the tickets and give them to Jim to put on the board and she can write them down and then call them off and this may help with the congestion. Other ideas on how to distribute the prizes were also discussed. They gave about 130 prizes away and the Veterans seemed very thankful for them. She stated that she got eight new donors for this year's event.

Steenbock also indicated that 30 new certificates will be going out this month.

-Witkowski shared a news article with the Subcommittee regarding a mock air raid that was staged a number of years ago. He found this in the "Today in History" section of the newspaper. He also shared an article dated October 16, 2013 in which the President awarded retired Army Captain Swenson the Medal of Honor making him the first Army officer to receive the military's highest honor since Vietnam. Witkowski also mentioned the MIA chair in our meeting room and he thought this should be recognized.

10. **Such Other Matters as Authorized by Law.**

None.

11. **Adjourn.**

Motion made by Jim Haskins, seconded by Rosemary Desisles to adjourn at 6:13 p.m. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary